

~~SECRET~~
NOTICE

~~CONFIDENTIAL~~

FEDERAL EMPLOYEES GROUP LIFE INSURANCE DEDUCTIONS

DATE _____

SUBJECT: Insurance Deductions for _____

1. Subject individual was terminated on our payrolls effective _____, and insurance deductions were made through
(date)
pay period ending _____.
(date)

Authorized Certifying Officer

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

Approved For Release 2001/03/03 : CIA-RDP79-00065A000100020006-2

TO	INITIALS	DATE
1 <i>Deputy Comptroller</i>	<i>RFH</i>	<i>23 May</i>
2 <i>Comptroller</i>	<i>RFH</i>	<i>25 May</i>
3 <i>TAS file</i>		
4		
5		
FROM	INITIALS	DATE
1 <i>Chief, TAS</i>	<i>JWZ</i>	<i>20 May 55</i>
2		
3		

<input type="checkbox"/> APPROVAL	<input checked="" type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input checked="" type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks:

your comments. I am inclined to take no further action, if you agree. JWZ

SECRET
FORM NO. 30-4
SEP1947

CONFIDENTIAL

RESTRICTED

UNCLASSIFIED

Approved For Release 2001/03/03 : CIA-RDP79-00065A000100020006-2

16-68648-1 U. S. GOVERNMENT PRINTING OFFICE

20 May 1955

Approved For Release 2001/03/03 : CIA-RDP79-00065A000100020006-2

Fred:

I talked to Mr. [REDACTED]

25X1A9a

Office of Personnel regarding the revision of Agency [REDACTED] to include therein instructions for inserting in the "Remarks" section of SF 52, when applicable, the notation that SF-53 - Waiver of Incomplete Coverage had been executed by the employee. Mr.

25X1A

25X1A9a

[REDACTED] stated that he would have this information included in the next revision of the hand book or in an Agency Regulation if it was decided to discard the hand book.

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NEA

Personnel action dated 31 mar. 55
did not note in remarks section
that SF 53 had been executed.

Corrected action prepared on 5/16/55
shows this information. Premium
deductible subsequent to 11/13/55 will be refunded to owner.
The above information was given by

25X1A9a

to Mr. [redacted] on 5/25/55

HES
5/25/55